

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #16-133**

OPENING DATE: 20 Apr 16 **CLOSING DATE:** 4 May 16 **AGENCY:** 5709 **PIN:** 01

POSITION: FACILITIES MAINTENANCE REPAIRER III (Carpenter/Painter) (CRTC)

STARTING SALARY: \$28,128.12

LOCATION OF POSITION: ANG-CRTC, 4715 Hewes Avenue, Building 132, Gulfport, MS 39507-4324.

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6146 DSN: 293-6146

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS:

1. High school education or GED and three (3) years' experience in facility maintenance such as plumbing, mechanical, electrical or related field; **OR** High school or GED and any combination of education and experience equivalent to three (3) years experience in plumbing, mechanical, electrical or related field;
2. Possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
3. Knowledge of all tools, materials, methods and hazards of the trade.
4. Physical condition of such nature as to permit standing, stooping, and bending; works from scaffolds and/or ladders; work is performed overhead or in stretched, cramped, or awkward positions. Work requires heavy lifting of items weighing up to 50 pounds.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Applies the full range of structural skills and techniques in repairing, construction, remodeling, and maintaining a variety of wooden, masonry and metal structures. Installing, maintaining and pinning lock systems. Uses a variety of hand and power tools key cutting machine, coding and pinning lock systems. Uses a variety of hand and power tools key cutting machine equipment and systems which are installed in administrative and office buildings, warehouses and storage sheds, troop housing and shop structures.
2. Plans and lays out work in accordance with drawings, sketches, blueprints, and own knowledge of construction and locksmith construction skills.
3. Selects lumber materials and supplies. Measures, cuts and installs wood interior and exterior trim. Installs roll and shingled roofing insuring proper alignment and overlay.
4. Fabricated and installs frames or casings for windows, doors, and ventilators shelves, counters, bulletin boards, cabinets and related features having built-in characteristics.
5. Insure that installed components are level and accurately aligned with other parts of the structure. Trims, mortices, drills and prepares items for attachment of hardware.
6. Applies caulking compound or other filler material around doors, window casing and other points where needed.
7. Fabricates scaffolds, storage pallets, storage bins, tables, work benches and related items.
8. Perform other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website www.ms.ng.mil or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.